

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **April 14, 2016**

Job Title: **Program Assistant**

Number of Positions Available: **3**

Full Time: Part Time: **X**

Temporary: Regular: **X**

Starting Salary: **\$10.00 hourly**

For the Office or Department of:

**13th Judicial Circuit Family Court
Juvenile Division
Boone County Courthouse
705 E. Walnut
Columbia, MO 65201**

Contact: **Ruth McCluskey**

Phone: **(573) 886-4200**

Advise of Interest to:

**Ruth McCluskey
13th Judicial Circuit Family Court
Juvenile Division
Boone County Courthouse
705 E. Walnut
Columbia, MO 65201**

Submit resumes/applications by 5:00 P.M., Monday, May 2, 2016 or until positions are filled.

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>.

Submit resume and application forms electronically to: BNE-Jobs-Juvenile@courts.mo.gov.

Summary of Duties:

This is a Boone County non-benefited position. Part-time positions available for approximately 10-20 hours per week. This is a County funded position. Seeking highly motivated individuals to assist Deputy Juvenile Officers, Legal Counsel and/or Clerical with supervising, monitoring, and transporting juveniles, supervising programs and community service projects, staffing the Evening Reporting Center, facilitating court, scanning documents, and answering phones.

Qualifications:

Applicants must be a high school graduate or equivalent plus 1 year of responsible work experience or 2 years of general college work. Computer skills required. All applicants must have a valid driver's license and be 21 years of age. Applicants for employment must meet the applicable requirements of the federal Immigration and Nationality Act, and any applicable residence requirements established by state law.

Review of applications/resumes will be based on information as it appears on the application.

EOE & in Compliance with ADA